

7/7/06

APPENDIX N:

**QUALITY ASSURANCE PROCESS FOR MONITORING PRE-RELEASE
IN BSW, INC., SERVICES**

QUALITY ASSURANCE PROCESS FOR MONITORING PRE-RELEASE IN BSW, INC., SERVICES

1. The QIS will participate on the screening and selection process whenever a pre-release program member has been referred employment to BSW.
2. As part of the screening and selection process, the QIS will verify that no person is screened who is a violent offender; has a history of assault; or has a history of sexually predatory behavior.
3. For the previous three months prior to the annual review, the QIS will review a sample (at least 10) BPRC phone records to verify that the employee has made the required number of phone calls to BPRC according to the length of the shift: 3 times in 8 hours; 6 times in 12 hours; 8 times in 14 hours.
4. For the previous three months prior to the annual review, the QIS will review a sample (at least 10) BPRC phone records to verify that the employee called BPRC both at the beginning and at the end of the shift.
5. For the previous three months prior to the annual review, the QIS will review a sample of the BPRC logs/records to verify that at least one physical check was conducted by BPRC staff for each shift that the pre-release employee worked.
6. For the previous three months prior to the annual review, the QIS will review BSW a sample of BSW time sheets, logs, or records to verify that the pre-release employee worked in the presence of other of BSW staff for each entire shift.
7. During the year, the QIS will make unannounced, drop-in visits to each site where a pre-release program member is employed to ensure that the employee is not working alone. The drop-in visits will occur as part of the quarterly site visit schedule for the agency.
8. For the previous three months prior to the annual review, the QIS will review a sample of documents signed by service recipients or qualified persons acting on their behalf, indicating agreement in receiving services by a provider that may employ staff enrolled in the Department of Corrections pre-release program. Service recipients always retain the right to port their resource allocation to another qualified provider, as documented annually on the DDP W-5 form.

9. QUALITY ASSURANCE PROCESS FOR MONITORING PRE-RELEASE IN BSW, INC., SERVICES

Activity	Initials :_____	Initials :_____	Initials :_____	Initials :_____
QIS will participate in the screening selection process as a member of the panel.				
QIS will use BPRC records to verify that no violent offenders and no offenders with sexually predatory history will be screened.				
QIS will do phone log check to verify that employee called BPRC the required times during shift: 3 x in 8 hours; 6 x in 12 hours; 8 x in 14 hours.				
QIS will do phone log check to verify that employee called BPRC at the beginning and end of the shift.				
QIS will check BPRC log/records to verify that at least one physical check was completed for each shift.				
QIS will check BSW time sheets/records to verify that the pre-release employee worked with other BSW staff.				
QIS will conduct unannounced drop-in visits to each site, once per quarter to verify other BSW staff.				
QIS will annually review documentation supporting that sampled BSW DD waiver recipients were notified that BSW may employ pre-release workers and that recipients have the right to choose a different service provider if desired.				

COMMENTS: